

## **JOB POSTING – Logistics Officer**

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| <b>Organization:</b>             | Right To Play Country Burundi   |
| <b>Department/Division:</b>      | Logistics   |
| <b>Work Location:</b>            | Bujumbura Mairie, Burundi   |
| <b>Authorized to work in:</b>    | Burundi (Eligible to work legally without requiring sponsorship or work permit) |
| <b>Target Start Date:</b>        | March 15, 2024  |
| <b>Application Closing Date:</b> | February 5, 2024  |

### **ABOUT US:**

Right To Play is a global organisation that protects, educates and empowers children to rise above adversity through the power of play. We help millions of children each year to stay in school and out of work, to prevent life-threatening diseases and to stay safe from exploitation and abuse. We are the leading global development organization that uses play to transform the lives of children and youth impacted by poverty, war, disease and inequality.

Established in 2000, Right To Play reaches children through experiential programming in 15 countries in Africa, Asia, the Middle East, and North America. These programs are supported by our headquarters in Toronto, Canada; London, UK and seven national offices across Europe and North America.

With a shared passion for our mission, our Culture Code guides how we act and interact based on five core pillars:

- **Accept Everyone** – *Be intentional about inclusion*
- **Make Things Happen** – *Seek opportunities to lead and innovate*
- **Display Courage** – *Act with integrity*
- **Demonstrate Care** – *Look after yourself and one another*
- **Be Playful** – *Have fun at work*

Please visit [our website](#) to learn more about who we are and what we do, and [watch this video](#) to find out about the five pillars of our Culture Code.

### **ROLE SUMMARY:**

The Logistics Officer reports directly to the Country Director (CD) and is responsible for procurement and transportation activities in the respective country. The incumbent also manages store and fixed assets, support administration and oversee execution of rehabilitation projects. The incumbent works closely with the Program Manager, Senior Senior Finance Officer, Project Officers, and other staff as required.

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## WHAT YOU'LL DO:

### #1: Logistics and fleet management (30% of Time):

- Ensures all maintenance and control of RTP/donor logistics and procedures are fulfilled.
  - Ensures that timely periodic vehicles/generators maintenance is conducted according to specific kilometre coverage and running time.
  - Monitors the issuing and use of fuel by maintaining an accurate, clear, and transparent record of fuel consumption.
  - Advises on road conditions for countryside travel to ensure the safety of passengers.
  - Coordinates transportation of staff and goods in the field.
  - In coordination with Senior Finance Officer/Finance and Administration Officer, ensures timely payment of all RTP utility bills, subscriptions, and other bills.
  - Liaises with relevant government ministries, customs authorities, and other departments for the clearing of imported/exported goods.
  - Facilitates arrangements for visitors, meetings, conferences, and special events.
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### #2: Procurement (25% of Time):

- Coordinates and facilitates the procurement requirements of the program office on the basis of the procurement policy guidelines.
  - Reviews pre-qualification suppliers list against procurement policy.
  - Ensures compliance with procurement procedures as per field-authorization level manual.
  - Responsible for procurement committees' constitution and for arranging meetings to make purchase decisions.
  - Creates purchase orders, ensuring relevant procurement procedures have been applied and all supporting documentation is attached.
  - Ensures invoices received reconcile to purchase orders and matched receipts of purchase orders.
  - Handles contract management in regard to renewal, payment etc.
  - Ensures deliveries are processed in an adequate and timely manner.
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**#3: Store and fixed assets management (15% of Time):**

- Oversees the management of the store and keeps the store in good condition.
  - Checks balances of goods and equipment and reports to Senior Finance Officer.
  - Keeps and registers returned used projects materials.
  - Produces monthly stock reports for Senior Finance Officer and CD consideration.
  - Develops appropriate systems and procedures for the management of the programme's assets, adapted to the specific needs of each site
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**#4: Rehabilitation project management (15% of Time):**

- Manages all technical and scheduling project aspects and coordinates with other team members toward an effective and efficient execution of the project.
  - Coordinates with construction managers to ensure proper and on time implementation of the project.
  - Follows up on the implementation of the rehabilitation work and provides Program Manager/Country Manager with continuous updates.
  - Follows up with contractors on quality of delivery, payment, and project end.
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**#5: Team management (10% of Time):**

- Supervises and monitors all drivers in their daily duties such as daily vehicle inspections, preventative maintenance reporting, logbooks, cleaning of vehicles and adherence to safety.
  - Ensures that the direct reporting team are familiar with their roles and responsibilities within their individual job profiles and provides all coaching and support to build their capacity.
  - Carries out the performance appraisal of the direct reporting team.
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**#6: Other Tasks as Assigned (5% of Time)**

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**WHAT YOU'LL BRING (ESSENTIAL):**

**EDUCATION/TRAINING/CERTIFICATION:**

- Bachelor's degree in management, administration, or related discipline.



**EXPERIENCE:**

- 3 years' experience in logistics and/or procurement in national or international level.

**COMPETENCIES/PERSONAL ATTRIBUTES:**

- Excellent interpersonal and communication skills both written and verbal.
- Excellent research and negotiation skills.
- A solid team player with respect for others.
- Effective organization skills.
- Ability to manage a team and provide feedback.

**KNOWLEDGE/SKILLS:**

- Computer literacy in Word, Excel and PowerPoint.
- Ability to use automated procurement systems.
- Understanding of fleet management.
- Skilled in record keeping and documentation.

**LANGUAGES:**

- Fluency in spoken and written English, French, and Kirundi.

**BONUS IF YOU'LL BRING (NOT ESSENTIAL):**

- Holding a driving license
- Degree in project management
- Experience in working with NGO or I/NGOs

**WHO YOU ARE:**

You are highly driven, results-oriented, collaborative and well-rounded leader with a passion for working with children and youth. You are an exceptional communicator with excellent networking skills.

**WHAT YOU'LL GET:**

The opportunity to collaborate with an innovative global team who are passionate about working with children and youth. You will gain experience working for a globally recognized organization with a healthy culture premised on our Culture Code (**accept everyone, make things happen, display courage, demonstrate care and be playful**). You will be immersed in an environment where learning and development is encouraged and valued, and “play” is appreciated as a core avenue to building community.

- Competitive salary and benefits
- Flexible work arrangements (e.g. work from home and flex hours)
- 20 days annual leave





**RIGHT TO PLAY**  
PROTECT. EDUCATE. EMPOWER.

- Up to 3 personal days per year
- Up to 5 personal learning and development (L&D) days per year
- Maternity/paternity/parental leave top up and support
- Annual learning week
- Annual staff recognition awards
- Opportunity to connect with employees across our offices (Global Buddy Chat, Facebook Workplace)
- Opportunity to engage in global projects and initiatives
- Wellness programs
- Playful activities and events

### HOW TO APPLY:

If you are interested in applying for this position, please apply with your resume and cover letter in English via the application link.

**Application Link:** <https://righttoplay.hiringplatform.ca/161468-logistics-officer-bujumbura-jan-2024/671792-application-form/en>

While we thank all applicants for their interest, only those selected for interviews will be contacted. **Shortlisting of applications will begin immediately and interviews may be held before the closing date.**

Right To Play provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation or marital status. As such, we encourage groups who have been historically disadvantaged with respect to employment to apply for positions at Right To Play. We offer a family-friendly environment that allows for flexible work arrangements in order to support staff diversity and ensure a healthy work-life balance.

We are a child-centered organization. Our recruitment and selection procedures reflect our commitment to the safety and protection of children in our programs. **The successful candidate will be required to provide a satisfactory Vulnerable Sector Screening or equivalent criminal check as a condition of employment.**

We value and promote a culture of diversity, equity, inclusion, and belonging. Should you require any accessibility related accommodations or specific adjustments to ensure fair and equitable access throughout the recruitment and selection process, and thereafter, please reach out to the People & Culture team by email at [careers@righttoplay.com](mailto:careers@righttoplay.com). All information provided will be treated as confidential and used only to provide an accessible candidate experience.

To learn more about who we are and what we do, please visit our website at [www.righttoplay.com](http://www.righttoplay.com).



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